



Manager's Report

for Council Meeting of June 27, 2006

BUSINESS LICENSES

Baldinos Lock & Key Service
Brown Shoe Closet #99176
Chace Enterprises LLC T/A Curves
Litter & Dog Poop Maintenance
MuseTech Training & Consulting, Inc.
Stride Rite Outlet #6089
Terry Lyn Moon, LCSW
The Reeve Companies

HUMAN RESOURCES

New hires and terminations for the period of June 5 to June 16, 2006

New Hires

None

Position

Department

Promotions

None

Transfers

None

Separations

David Orr

Police Officer

Police Department

PLANNING, ZONING & DEVELOPMENT**CURRENT PLANNING DIVISION**

PLAN REVIEW ACTIVITY			
PLANS REVIEWED DURING THE PERIOD OF: JUNE 6, 2006 – JUNE 19, 2006			
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
109/111 East Market Street	Waiver Request	1 st	Proposal to waive a loading space requirement, interior and perimeter parking lot landscaping requirements and buffer yard requirements.
Town of Leesburg Executive Airport Perimeter Fencing Project – Phase 1 TLCI-2006-0001	Capital Improvement Plan	2 nd	Proposal to construct security fencing.
PMW Farms – Sanitary Sewer Extension	Preliminary/Final Development Plan	1 st	Proposal to construct an extension of sanitary sewer line.
Prosperity Center, Lot 2 Comfort Suites	Request for P/F Development Plan Authorization	1 st	Proposal to construct an addition including rooms and undercover parking onto an existing hotel.
Airport Commerce Park (Blue Seal Drive) TLZM-2006-0002	Rezoning Referral	2 nd	Proposal to amend the existing concept plan and proffers related to transportation requirements.
Oaklawn Concept Plan & Proffer Amendment TLZM-2005-0002	Rezoning Referral	2 nd	Proposal to amend the existing concept plan and proffers related to transportation and flexible uses.
Loudoun National Bank TLPF-2006-0005	Preliminary/Final Development Plan	1 st	Proposal to construct a 10,727 square foot two-story bank with drive-thru.
Fort Evans Plaza II (400-500 block of Fort Evans Road) TLPF-2005-0017	Preliminary/Final Development Plan	2 nd	Proposal to construct 298,441 square feet of retail/office uses on 35 acres.
Exeter Neighborhood Center (At the northwest corner of the intersection of Battlefield Parkway and the Leesburg Bypass) TLPF-2004-0014	Preliminary/Final Development Plan	8 th	Proposal to construct a 40,000 square foot retail center and related infrastructure.
Potomac Crossing, Section 10 (HOA Park with Gazebo) TLRD-2006-0002	Revision to Approved Construction Drawings	1 st	Proposal to revise the landscaping and gazebo within the proposed HOA park area within the townhouse development.
Potomac Crossing, Section 10 (HOA Pedestrian Trail) TLRD-2006-0001	Revision to Approved Construction Drawings	1 st	Proposal to revise the alignment of the pedestrian trail between the existing single family, townhouse and school properties and the townhouses of Section 10.

PLANS ACCEPTED FOR REVIEW DURING THE PERIOD OF: JUNE 6, 2006 – JUNE 19, 2006			
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Catoctin Circle Center, Phase II (0-100 block of Catoctin Circle) TLPF-2006-0008	Preliminary/Final Development Plan	1 st	Proposal to construct a multi-level parking garage and an office/retail building in conjunction with an approved plan consisting of 99,200 square feet of office and retail including a restaurant.
Tavistock Farms, Section 15, 16 & 17 (At the southeast corner of Battlefield Parkway/Tavistock Drive) TLRD-2005-0009	Revision to Approved Preliminary/Final Development Plan	2 nd	Proposal to remove a proposed swimming pool and make minor adjustments to the multi-family building footprints that is approved for 300 condominium units.
Town of Leesburg Executive Airport Perimeter Fencing Project – Phase 1 TLCI-2006-0001	Capital Improvement Plan	2 nd	Proposal to construct a security fence.
Villages @ Leesburg/ Wegmans Food Market TLPF-2006-0009	Preliminary/Final Development Plan	1 st	Proposal to construct 131,317 square feet of retail grocery, parking garage, town center boulevard and access road.

Kincaid Forest, Section 3 (TH) (At the intersection of Battlefield Parkway and Kincaid Boulevard) TLPS-2005-0002	Preliminary Subdivision Plat	3 rd	Proposal to construct 38 single family attached residential dwellings (townhouses).
Oaklawn Commercial Final Plat TLFS-2005-0002	Final Subdivision Plat	2 nd	Proposal to subdivide a tract into multiple commercial lots.
Browns Meadow Drainage Improvements	Request for Preliminary/Final Development Plan Authorization	1 st	Proposal to construct various drainage improvements.
Festival Lakes (PMW Farm Partnership) Sanitary Sewer TLPF-2006-0011	Preliminary/Final Development Plan	1 st	Proposal to construct an extension of sanitary sewer line.
Lowenbach Traffic Circles	Capital Improvement Plan	1 st	Proposal to construct two traffic circles at the intersections of Catoctin Circle/Marshall Drive and Catoctin Circle/North Street.
Potomac Station, Parcel A Mixed Use (In the northeast corner of the intersection of Battlefield Parkway and Potomac Station Drive) TLRD-2006-0003	Preliminary Development Plan	1 st	Proposal to construct a retail use center.
Lowenbach Subdivision, Lot 96 TLDW-2006-0002	No Adverse Impact Plan (Development Plan Waiver)	1 st	Proposal to construct a single family residential dwelling and related infrastructure on an existing lot of record.
Oaklawn – Commercial MUC5 TLPF-2006-0014	Preliminary/Final Development Plan	1 st	Proposal to construct a 7,300 square foot day care facility, 16,400 square feet of retail/office uses including 124 parking spaces.
Prosperity Center, Lot 2 Comfort Suites	Request for Preliminary/Final Development Plan Authorization	1 st	Proposal to construct an addition including rooms and undercover parking onto an existing hotel.
Oaklawn BLA, Dulles Greenway/Battlefield Parkway Interchange TLBA-2006-0002	Boundary Line Adjustment Plat	1 st	Proposal to adjust the boundary lines for the construction of an interchange at Dulles Greenway and Battlefield Parkway.
Morningside Bus Shelter (Harrison Street)	Capital Improvement Plan	2 nd	Proposal to construct a bus shelter at Morningside.
Fort Evans Plaza II, Battlefield Parkway Extension TLPF-2005-0016	Preliminary/Final Development Plan	2 nd	Proposal to construct a segment of Battlefield Parkway from the intersection of Fort Evans Road northward that is related to the construction of 298,441 square feet of retail/office uses on 35 acres.

ZONING DIVISION

Zoning Permits Issued Residential

None

Zoning Permits Issued Commercial

None

Occupancy Permits Issued Residential

8 SFA – Potomac Station

19 Multi Family – Tavistock Farms

Occupancy Permits Issued Commercial

705-E East Market Street – Dance Academy

WATER & SEWER ADMINISTRATION

During this time frame there were:

- 1 Public Facility Permit was issued totaling \$10,966.
- 3 work orders issued for meter sets.
- 24 requests for occupancy inspection were issued.

Capital Projects Update

- Six plans were received for review.
- The miscellaneous water system improvements project is nearing completion at the Carnaby Square subdivision.
- Construction activities have begun for the Utility Lines Maintenance Building. The first phase of work includes channel routing and drainage work.
- The contract design for the Lower Sycolin Sewer System has been put on hold at the request of Council.
- Design work for Carr Tank No. 2 and the Sycolin Road Tank will begin soon with soil borings as the first phase of work.
- Activities have begun at the Kenneth B. Rollins Water Filtration Plant with the installation of E&S measures and mobilization.

TOWN OF LEESBURG

Full-Time and Part-Time vacancies as of June 16, 2006

Department		Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Accepted
Balch Library	1	Library Reference Specialist	1/26/06	√	√	√	√	√	√
Capital Projects	1	Senior Engineer	7/1/06	√	√				
	1	Engineer	7/1/06	√					
Eng & PW	1	Senior Engineer (Plan Review)	7/14/05	√	√	√			
Human Resources	1	HR Director	6/30/05	√	√	√	√ To be re-advertised		
Parks & Recreation	1	Custodian	4/21/06	√	√				
	2	Asst. Recreation Program Supvr./Community Outreach Program	7/1/06 * 1 new position	√	√	√			
	1	Groundskeeper II	6/5/06	√					
Planning & Zoning	1	Sr. Planner	3/28/06	√	√	√			
	1	Urban Forester	3/14/06	√					
	1	Admin. Assoc. I	5/1/06	√	√	√			
Police	6	Police Officer I	4/7/05	√	√	√			
	1	Crime Scene Specialist	3/1/06	√	√	√	√	√ Offer Rejected	
	2	Communications Tech	5/21/06	√	√	√	√	√ (1 in bkgrnd invs. stage)	√(1 position offer accepted)
Utilities	2	Sr. Utility Plant Operator OR Utility Plant Operator OR Utility Plant Operator Trainee	5/1/06	√	√	√	√		
Total	23								

John Wells
Town Manager